



## Indian Institute of Technology Kanpur Directorate

DIR/IITK/2023/OO/001

09 January 2023

### OFFICE ORDER

**Subject:** Delegation of Financial Power Rules (DFPRs)-2022

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In pursuance of approval of the Board at its 251<sup>th</sup> (2022/8<sup>th</sup>) meeting held on December 11, 2022, the attached consolidated DFPRs-2022 is now adopted and implemented in the Institute. The concerned are requested to adhere DFPRs-2022 in letter and spirit.

Abhay Karandikar  
Director

Encls: DFPRs-2022

Copy to:

- 1) Deputy Director
- 2) All Deans
- 3) Registrar
- 4) All IAC Members
- 5) All Head (s) of Departments /Units / Sections
- 6) Web site through Web Master
- 7) Hindi Cell for translation in Hindi

**Indian Institute of Technology Kanpur**  
**Delegation of Financial Power Rules (DFPRs) - 2022**

Clause	Subject	Description	Delegation/Authority	
1.	Accounts	1.1 Authorize the release of annual audited financial statements.	BOG: Full Power	
2.	Budgets	2.1 Approve annual Institute Budget	BOG: Full Power	
		2.2 Allocation and re-appropriation of funds (to Departments/Sections/Units)	Director / Dy. Director: Full Power	
3.	Tenders, Expenditure, and Advance Payment to Vendors (against duly sanctioned expenditure)	<b>3.1 Representation on all Tender Formulation and Evaluation Committees (TFECs)</b>		
		3.1.1 Purchase from Ministry Grants etc. following GFR – 2017 (up to the latest amendments)	a) Estimated Purchase Price between Rs. 25,000/- to Rs. 2.50 lakhs (non-GEM)	To be done through a committee of 3 member consisting of Faculty and/or Group A Officers nominated by the HOD. <i>Note: None of the members should report to each other.</i>
			b) Estimated Purchase Price between Rs. 2.5 and Rs. 30 lakhs. (Non-GEM)	<b>Technical Evaluation Committee:</b> PI/Indenter, HOD, one faculty member-preferably from other department (who has knowledge in respective field) <b>Financial Committee:</b> PI/Indenter, OIC (S&P) or nominee, OIC (Internal Audit) or nominee, OIC (F&A or DORD, as the case may be) or nominee.
			c) Estimated Purchase Price above Rs. 30 lakhs. (Non-GEM)	<b>Same as Clause 3.1.1(b)</b>
			d) GEM Purchases	Indenter: Up to Rs. 25,000/- Comparison: Above Rs. 25,000/- and up to Rs. 5 lakhs Indenter + OIC (S&P): Up to Rs. 30 lakhs Indenter + OIC (S&P) + OIC (F&A or DORD, as the case may be): Above Rs. 30 lakhs (No provision for nominees)
		3.1.2 Purchases from R&D grants managed by DORD and non-government (Non-GFR17) grants	As per GFR 2017 (for government grants), or as per amended GFR vide OM No. F.20/42/2021-PPD dated September 01, 2021, for the research grants from the respective Ministry/Departments mentioned in the said OM (and adopted by the Board; BoG 2022.8.26), or as per the Board Approved Policies for non-GFR17/non-government grants (BOG 2018.4.20), as applicable	
		<b>3.2 Approve Purchase and Works, Sanction Sheets, Acceptance of lowest tender [Expenditure Sanctioning Authority (ESA)]</b>		
		a)	Purchases (including engagement of Consultants/Specialists /Services/Outsourcing contracts/Consumables/Non-Consumables/LTAS etc.), Limited Time Asset Stores (LTAS), Non-Consumables	FC & BOG.: Full Power Director: Up to Rs. 20 Cr Dy. Director: Up to Rs. 1 Cr DORD (for R & D project purchases only): Up to Rs. 1 Cr ADRD (for R & D project purchases): Up to Rs. 50 lakhs PI (for R & D project purchases): Up to Rs. 10 lakhs Deans / Registrar/ Librarian / HOD / HOS/: Up to Rs. 10 lakhs OIC: Up to Rs. 20,000
		b)	Motorized vehicles, including Two-wheelers, for Institute and / or projects.	Director: Full Power
		c)	Uniforms, Badges, and related items for employees as well as others.	Director/Dy. Director: Full Power
		d)	Institute Promotion and Publicity	Director: Full Power
		e)	Insurance	Director/Dy. Director: Full Power
		f)	Demurrage and Wharfage	Expenditure Sanctioning Authority
		g)	Freight Handling	Expenditure Sanctioning Authority
		h)	Precious Metals	Director/ Dy. Director: Full Power DORD (for R & D project purchases): Up to Rs. 1 Cr HOD / PI / Registrar (for R & D project purchases): Up to Rs. 5 lakhs
i)	Gifts	Director: Full Power Dy Director: Up to Rs. 5 lakhs Deans / Registrar / OIC (F&A or DORD, as the case may be) / Librarian / HOD/ HOS: Up to Rs. 25,000		
j)	(Purchase of) Land /Building	MOE/ BOG: Full Power		
k)	(Renting of) Land and Building	Director/Dy. Director: Full Power		
l)	Renting of Commercial establishment	Director/ Dy. Director: Full Power		
m)	Rent, Rates and Taxes	Director/Dy. Director: Full Power		
n)	Books / Journals / Periodicals	Chairman, SLC: Full Power Librarian: Up to Rs. 50,000		

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		o) For Works executed through IWD using Ministry Grants/HEFA funding i. Administrative Approval ii. Expenditure Sanction based on preliminary and detailed estimate iii. Acceptance of lowest tender iv. Additional expenditure sanction v. Local purchase of store items	BOG on recommendation of B & WC: Full Power Director: Up to Rs. 20 Cr Dy. Director: Up to Rs. 1 Cr DOIP: Up to Rs. 10 lakhs ADPIs/Head, IWD: Rs. 2.5 lakhs
	<b>3.3 Approve and Sign Purchase/Work Orders (against duly approved Purchase Indents, Sanction Sheets &amp; Accepted Lowest Tender).</b>		
	3.3.1	For all Purchase, Services, etc.	OIC (S&P): Full Power
	3.3.	For Works executed through IWD	DOIP: Full Power ADPIs/Head, IWD: Up to 2.5 lakhs
	<b>3.4 Approve any and all variation(s) to earlier approved terms of expenditure, including but not limited to:</b>		
	3.4.1	a) Extension of delivery period (with or without liquidated damages); b) Accepting price increase against fixed- price contracts; c) Release of Earnest Money Deposit (EMD) / Performance Security; d) Relax / waive EMD, Performance Security, Bank Guarantee etc.; e) Waiver LD / Penalty for delayed supplies / services.	Expenditure Sanctioning Authority
	3.4.2	For Works executed through IWD: a) All deviations of contracts including grant of extension of time b) Extra Items, substituted Items within the allowable limit of tender values c) Relax / waive EMD, Performance Security, Bank Guarantee etc. d) Waiver LD / Penalty for delayed supplies / services e) Release of Earnest Money Deposit (EMD) / Performance Guarantee/Security	Director/Dy. Director: Full power
	3.5	Confirm satisfactory delivery / installation / commissioning of ordered goods / Services/Completion of Works	Purchase Indenter (with due approval of Indenter's HOD / HOS)  For Works executed through IWD: DOIP: Full power
	<b>3.6 Pass bills / Voucher Signing</b>		
	3.6.1	To pass bills/Sign Voucher	OIC (Section that funds the works): Full power
	3.6.2	To pass bills/Sign Voucher for Works executed through IWD	Verification of all the bills and generation of Pay Order: Head, IWD: Full Power EEs/AEEs Up Rs. 1 Cr  Payment Approval: DOIP: Full power ADPIs: Up to Rs. 1 Cr.  Voucher Signing: Same as Clause 3.6.1
4	<b>Contracts</b>	4.1 Sign Contracts (following administrative approval and/or expenditure sanction by the competent authority) as per applicable rule.	Director /DORD: Full Power (for all contracts / agreements pertaining to Projects, Research and Development, including recruitment of project employees.)  Director/ Dy. Director/ Deans/ Registrar: Full Power (for all contracts / agreements)
		4.2 Extension of contracts (following administrative approval and/or expenditure sanction by the competent authority) as per applicable rule.	Director/Dy. Director: Full power Registrar/Deans: Extension for duration of original contract or less within their relevant delegated power.

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5	Travel	5.1 Approve travel (all expenses) <i>within</i> India for:	
		a) Director	BOG: Full Power (For long Leave)
		b) Deputy Director, Deans and Heads of Departments	Director: Full Power
		c) Heads of Sections	Director/Dy. Director: Full Power
		d) Faculty, Guest Speakers (including honoraria), students (including students' tours}, M. Tech / PhD admissions, employees of Departments from Departmental travel funds as per rules.	HOD: Full Power
		e) Institute Guest Speakers	Director/Dy. Director/ DORD: Full Power
		f) All travel in connection with QIP/CCE and PhD Thesis evaluation including students for attending conferences and other special cases.	DOAA: Full Power
		g) All other Officers and Non-Academic Employees	HOD/HOS: Full Power
		h) From Project funds	HOD: Full Power
		i) Candidates for advertised M. Tech / PhD positions.	HOD: Full Power
		j) All other cases not covered above.	Director /Dy. Director: Full Power
		5.2 Approve travel <i>outside</i> India ( <i>all expenses</i> ) (including permission for personal travel)	Director: Full Power DORD: Project Staff DOAA: Students
		5.3 Sanction travel advance ( <i>where travel has been pre-authorized by the Competent authority</i> ) / LTC Advance ( <i>subject to leave having been pre-approved by the competent authority</i> )	(Section that deals with) OIC: Full Power OIC2/3: Up to Rs. 1,00,000/-
		5.4 Pass travel claims	(Section that deals with) OIC: Full Powers Superintendent: Up to Rs. 50,000/-
6	Leave Travel Concession (LTC)	a) Sanction LTC	Director/Dy. Director: Full power DOFA: For Faculty Registrar: For nonteaching staff
		b) Pass LTC claims (Passing of Advance & Settlement of LTC Claims)	(Section that deals with)  OIC: Full Power OIC2/3: Up to Rs. 1 lakh Superintendent: Up to Rs. 5,000/-
7	Imprest	a) Sanction of Imprest	Permanent Imprest -  Director/Dy. Director: Full Power  Deans / Registrar / OIC (F&A) / Librarian / HOD / HOS: Up to Rs. 25,000
		b) Adjustment, Recoupment and Payment of Imprest (payment of advance & settlement of temporary advance)	OIC: Full Power OIC2/OIC3: Up to Rs.10,000
8	Advances	Sanction Temporary Advance	
		a) For equipment (LTAS/Non-consumables) & For Consumables / Others	Director/Dy. Director: Full power  DORD: Up to Rs. 10 lakhs (For All Categories from R & D Projects)
		b) Adjustment of Temporary Advance	(Section that deals with) OIC: Full Power OIC2/OIC3: Up to Rs. 10,000
9	Banking and Investments	a) Open /close Institute bank accounts	Director: Full Power
		b) Open/closebank accounts for professional activities e.g. conferences, projects etc.	Director/Dy. Director / DORD (for projects): Full Power
		c) Make / break investments	Director / Dy. Director: Full Power ( <i>with inputs from the Institute Investments Committee.</i> )
		d) Inter-bank account transfers ( <i>for cash management purposes</i> )	Authorization (for Section that deals with the transfer) OIC: Full Power OIC2/3: Up to Rs. 5 lakhs  Signing of Check OIC: Full Power OIC2/3: Up to Rs. 5 lakhs

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10	Signing of Cheques (cases other than those mentioned elsewhere in this document) and Electronic Transfer including payment through DSC	a) Issuance of Cheque	OIC & Another Officer Designated by the Director are joint signatory, as approved by the competent authority: Full power OIC: Up to 10 lakhs
		b) Electronic Transfer including payment through DSC	Authorization for a bank transfer  OIC: Full Power  Transfer of Funds: OIC/OIC2: Full power
11	Write-offs	Write-off materials / items for Disposal, Losses due to theft, fraud, negligence etc.	BOG: Full Power Director/Dy. Director: Up to residual value Rs. 2 lakhs
12	Budget/Account Heads	Open / close budget / account heads	OIC (On approval of competent authority): Full Power
13	Payroll / Project / Non-payroll Positions	a) Create positions	BOG: Full Power (Institute Employees) Director: Full Power (for project positions)
		b) Make appointment against sanctioned positions	BOG: Full Power Director: Full Power (for Group C positions & for project positions) DORD: Full Power (for project positions)
		c) Approve pay fixation (in line with principles approved by the competent authority)	Director: Full power DOFA: Full Power (for faculty and academic staff) DORD/DOAD: Full Power (for both project and contractual employees) Registrar: Full Power (for other staff members)
		d) Pass monthly salary bills / Supplementary bills	(Section that deals with) OIC: Full Power OIC23: Up to Rs. 5 lakhs
		e) Outsource whole / part of service and / or hiring of labour	Director: Full Power Dy. Director/DOAD/DORD (for projects): Up to 180 days
14	Retirement / Terminal Benefits	a) Sanction pension, commutation of pension, gratuity, leave salary encashment, and final payment of provident fund.	Director: Full Power
		b) Sign Pension Payment Order (PPO)	OIC (Section that deals with): Full Power
		c) Sign bills and cheques	As per Clause 10
15	Monthly Pension	a) Sign bills and payment order	OIC (Section that deals with) as the case may be: Full Power
		b) Sign cheques	As per Clause 10
16	New Pension System (NPS)	c) Sign bills and payment order	OIC (Section that deals with) as the case may be: Full Power
		d) Sign cheques	As per Clause 10
17	Provident Fund	a) Sanction temporary advance and withdrawals	Director/Dy. Director: Full Power
		b) Sign bills and cheques	As per Clause 10
		c) Approve and sign individual annual statements of account	OIC (Section that deals with) as the case may be: Full Power
18	Medical Benefits to employees	a) Sanction <i>outpatient medical</i> expenses	Medical Officers: Full Power
		b) Sanction inpatient medical expenses	Dy. Director: Full Power Registrar: Full Power (for local hospitalization)
		c) Pass claims (OPD and Hospitalization)	(Section that deals with) OIC: Full Power OIC23: Up to Rs. 5000 Superintendent: Up to Rs. 1000
19	Cumulative Professional Development Account (CPDA)	a) Sanction reimbursement of expenses	DOFA: Full Power (for domestic travel & foreign travel) HOD: Full Power (except for travel)
		b) Pass claims	OIC: Full Power
20	Scholarships	a) PhD thesis evaluation and viva voce	DOAA: Full Power
		b) Thesis, books and contingency grants (for students)	DOAA: Full Power
		c) Extension of PG scholarships	DOAA: Full Power
		d) Pass monthly bills	(Section that deals with) OIC: Full Power
		e) Sign cheques	As per Clause 10
21	Compensation	Authorize compensation under Workmen's Compensation Act	Director: Full Power

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22	Interest Bearing Advances	a) Sanction interest bearing advances	Director/Dy. Director: Full power DORD: Full power (for other employees in the R&D) DOSA (for the employees of Counsel of Warden): Full power
		b) Sign bills	(Section that deals with) OIC: Full Power
		c) Sign of cheques	As per Clause 10
		d) Approve and sign individual annual statements of account	OIC (Section that deals with): Full Power
23	Re-hiring Retired Employees	Approve re-hiring of retired employees	Director: Full Power for Group A and B Employees. Dy. Director: Full Power up to 1 Year (Group C employees)
24	Pre-Audit	<b>a) Pre-audit of documents and procedures</b>	
		As per Audit Manual	OIC (Internal Audit): Full power
		<b>b) Passing of Bills</b>	
		As per Audit Manual	OIC (Internal Audit): Full Power
25	Engagement of professionals	Engagement of auditors, tax consultants, actuaries, and lawyers	Director/Dy. Director: Full Power DORD: Full Power (for R & D projects)
26	Student Affairs Related	a) Approve expenditure / purchase order	Director/Dy. Director: Full Power DOSA: Up to Rs. 10 lakhs ADHA/ADSA: 2.5 lakhs
		b) Advance payment to vendors (exceptional cases).	Director: Full Power Dy. Director: Up to Rs. 30 lakhs DOSA: Up to Rs. 5 lakhs
		c) Pass claims	OIC: Full power
		d) Sign cheques	Same as Clause 26(c)
27	Donation	<b>27.1 Donations for Endowment (where only the interest from the investment can be used) (designated)</b>	
		a) Expenditure Sanctioning Authority (ESA)	Director: Full Power
		b) Pass claims	OIC (F & A): Full Power OIC (DORA): Up to Rs. 5 lakhs
		c) Sign cheques	Same as 27.1 (b)
		<b>27.2 Donation where the donated amount itself can be used</b>	
		a) Expenditure Sanctioning Authority (ESA)	Director: Full Power Dy. Director: Up to Rs. 1 Cr DORA: Up to Rs.25 lakhs (from DORA promotional account)
		b) Pass claims	Same as 27.1 (b)
		c) Sign cheques	Same as 27.1 (b)
28	Grants administered by Dean, R & D	a) Expenditure Sanctioning Authority (ESA)	Director/DORD: Full Power
		b) Pass claims	OIC (DORD) : Full Power OIC2/3 (DORD): Up to Rs. 5 lakhs
		c) Sign cheques	Same as 28 (b)
29	Issuance of Invoice	Sanctioning Authority	OIC: Full power OIC2/OIC3: Up to Rs. 5 lakhs Superintendent: Up to Rs. 25000
30	Deviation in procedures for Purchases (Import or Indigenous) / Service etc. due to various exigencies.	Sanctioning Authority	Director: Full Power Dy. Director/DORD: Rs. 30 lakhs HOD: Rs. 2.5 lakhs
31	Charge handing over by Officer-In- Charge due to leave / absence etc.	Delegated to	Employee next below the hierarchy in the Dept. / Section / Unit / IDP.
32	Any Other subject not covered above	Deciding Authority	Director

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**Acronyms used**

<b>Acronym</b>	<b>Full Form</b>
ADHA	Associate Dean, Hall Affairs
ADPI	Associate Dean, Physical Infrastructure
ARD	Associate Dean, Research and Development
ADSA	Associate Dean, Student Activities
AEE	Assistant Executive Engineer
AR	Assistant Registrar
JR	Joint Registrar
BOG	Board of Governors
DOAA	Dean of Academic Affairs
DOFA	Dean of Faculty Affairs
DORD	Dean of Research and Development
DOIP	Dean of Infrastructure and Planning
DOAD	Dean of Administration
DOSA	Dean of Student Affairs
DORA	Dean of Resource and Alumni
Dy. Director	Deputy Director
EE	Executive Engineer
ESA	Expenditure Sanction Authority
F & A	Finance and Account
FC	Finance Committee
HOD	Head of the Department
HOS	Head of the Section
IDP	Inter-disciplinary Department
IWD	Institute Works Department
MOE	Ministry of Education
PI	Project Investigator
OIC	Officer in Charge
R & D	Research and Development
SE	Superintendent Engineer
S & P	Stores and Purchase

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